

## **MANSFIELD TOWNSHIP COMMITTEE MEETING**

**July 13, 2022**

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Express Times NJ Zone of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters.

Salute to the flag was done by all.

### **OATH OF OFFICE**

Mrs. Orlando performed the swearing in of Patrolman Robert DePasquale and Patrolman Brian J. Clarke.

### **PUBLIC PORTION – CONSENT AGENDA ITEMS**

Mayor Watters opened the Public Portion of the meeting for comments on the Consent Agenda Items.

Seeing none, the Public Portion for Consent Agenda Items was closed.

### **CLERK'S REPORT**

Mrs. Orlando reported:

- Governor Murphy signed the 2023 Budget that included a fee waiver for Marriage License Applications. We will no longer collect \$28.00 for each application. The State will decide how to reimburse us for the \$3.00 for each application.
- Codification of older ordinances found the Stormwater Ordinance had a lot of conflicting language that seemed like the ordinance was copied and pasted. Mrs. Orlando and Mr. Ferriero are working on a new ordinance that will be ready for the next meeting.
- Meadows at Mansfield has a DEP violation for waste water; no CO's will be issued until this is resolved. They have a zoning application in for a new waste water facility, but due to the State handling it, we cannot approve it until we get the DEP okay.
- First-Read Ordinances – Amending Chapter 37 Article III of the Township Code – fees the volunteer fire departments charge insurance for motor vehicle accident calls. Any future fee changes to be done by resolution and not ordinance.
- Two Ballot Referendums regarding the annual School Board Election and leaving the County Library System.

## **CFO REPORT**

Mrs. Mollineaux reported:

2021 Audit – New auditors started the process. It's been challenging since they are thorough. We will go over the corrections to be made. Financially we are in good shape.

## **EMPLOYEES' REPORTS**

Mrs. Fascenelli reported:

- Food Processing Facility – As of this morning, no application has been submitted to SWAC.
- Tree Honoring Fallen Officer – The tree is dead and the mound around the monument is all weeds. The Green Team was hoping to get a group of volunteers to remove the tree and plant another, hopefully with a bigger space around it. In 2020, the wife of the officer asked if we could have a bench put out there. We're supposed to get another free bench from the Trex plastic collection that we could use. Committee agreed.
- Obituary distributed to Committee for Klara Tarsi who passed away June 15<sup>th</sup>. She was the Township CFO for many years.
- Newsletter – Mayor asked when it will go out. Mrs. Fascenelli is waiting for language from Mrs. Orlando and Mr. Lavery to make sure it's correct. When received, Mrs. Fascenelli will make the changes to the newsletter and submit for the Committee's approval.

## **ENGINEER'S REPORT**

Mr. Quamme was absent.

## **LIAISONS' REPORTS**

Environmental Commission – Mr. McGuinness stated the next meeting is tomorrow night via Zoom.

Recreation Committee – Mrs. Mora Dillon stated there was a meeting last week with nothing to report.

Land Use Board – Mr. Farino stated a couple of members were upset about the Air B&B ordinance. We're not a tourist town so if people have a problem with it, they need to come here to a meeting.

Open Space, Farmland, Conservation, Historical Committee – Mr. Hayes stated they are trying to get the engineer (EL&P) motivated so we can get the bids out.

## **ORDINANCES**

### **First Reading**

Mr. Hayes made a motion to approve the first reading of Ordinance to Amend Chapter 37 Article III of the Township Code of the Township of Mansfield, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF  
NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 37 ARTICLE III ENTITLED  
"REIMBURSEMENT FOR COSTS".

**WHEREAS**, the Township Committee of the Township of Mansfield desires to adopt an ordinance to enable the Township Fire Companies to recover the actual costs for response services provided by Fire Company personnel; and

**WHEREAS**, in 2017, the Township adopted Ordinance 2017-11, which authorized certain fees for services the Township Committee now wishes to amend Ordinance 2017-11 with the goal of amending existing fees, adopting new fees, and clarifying the process for future amendment of such fees;

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby amends Ordinance 2017-11 to read as follows:

**WHEREAS**, the three (3) Township Fire Companies, Tri County Volunteer Fire Company, Mansfield Fire Company, and Mount Bethel Fire and Rescue, herein referred to as "Mansfield Fire Department", provide fire suppression and emergency services in and around the Township of Mansfield; and

**WHEREAS**, the costs incurred for the maintenance of equipment used by the Fire Department grows each year; and

**WHEREAS**, it is the desire of the Township Committee to create an Ordinance to allow a recovery plan for the costs and expenses incurred to remediate hazards; and

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, as follows:

**Article III. Reimbursement for Costs.**

**§ 37-15. Definitions.**

**FIRE DEPARTMENT**

Any of the three (3) Fire Companies within Mansfield Township.

**PERSON**

A natural person or persons, partnership, corporation, association, firm or other legal entity.

**RESPONSIBLE PARTY**

The person having received emergency services provided by the Fire Department.

**§ 37-16 Purpose.**

The purpose of this article is to provide authority, procedures and requirements to seek collection and reimbursement for the reasonable costs of responding to such incidents by the Fire Department for fire service calls, hazardous material incidents, environmental incidents, and safety and rescue incidents coordinated via Warren County Dispatch and 911 responses, and those that use hazardous material abatement equipment and materials are also eligible for reimbursement.

**§ 37-17. Authorization to recover costs and expenses.**

The Township Committee of the Township of Mansfield authorizes the Fire Department to recover the real and reasonable costs incurred for firefighting materials or equipment used and expended; the costs of the use of fire trucks, fire engines, rescue equipment, tankers and other vehicles; the costs of hazardous situation abatement materials involved in any fire, safety and rescue incident or operation, and hazardous abatement incident, including vehicular accidents or fires.

**§ 37-18. Policy for billing.**

- A. The Township of Mansfield recognizes the Fire Department's need to bill for volunteer fire, rescue and hazmat services to aid in the provision of emergency services.
- B. No person requiring emergency services shall be denied services due to lack of insurance or ability to pay.
- C. Billing shall only occur if the Township's Crash Truck is on scene.
- D. Any applicable charges for volunteer emergency services rendered shall be billed directly to the user of such services or the user's insurance company.
- E. The Fire Department through any third-party billing agency with which it has contracted for billing and/or collections for volunteer fire, rescue and hazmat services, makes arrangements with users of such services and/or their financially responsible party for the installment payment of bills.
- F. The Fire Department shall provide financial reporting to the Township of Mansfield on a quarterly basis of:
  - (1) The opening balance of funds on hand.
  - (2) Amount of billings issued by the third-party biller.
  - (3) Amount of collections in satisfaction of billings issued.
  - (4) A detailed listing of any amounts disbursed, including the vendor and purpose of disbursement.
  - (5) The ending balance of funds on hand.

### **37-19. Procedure for billing.**

- A. The Fire Department is hereby authorized to enter into a contract with a third-party billing agency and/or collection agency for the performance of emergency, rescue and hazmat services billing and/or collection services, provided that the following standards for third-party billing are met:

**(1)** The third-party billing service is to be provided at a rate not to exceed 20% of fees collected or at an amount consistent with the fair market value for the services rendered.

**(2)** Neither the billing agency nor any of its employees are subject to exclusion for any user fee.

**(3)** The billing agency is bonded and/or insured in amounts satisfactory to the Township of Mansfield.

**(4)** The Fire Department shall solicit competitive proposals for the provision of third-party billing services at least once every three years to ensure these services are provided at the lowest competitive cost. All documentation of this process shall be provided to the Township of Mansfield for review.

- B. The Fire Department may, at its discretion, bill additionally for material and vehicle costs in the case of any major, extraordinary or unique incidents, including, but not limited to, hazardous material spills, fire emergency and rescue incidents that destroy or severely damage emergency services equipment.

- C. User fees.

**(1)** Volunteer fire and rescue services shall initiate user fees for the delivery of emergency services, supplies and equipment to the scene of any hazardous material incident, environmental incident or safety and rescue incident or operation, including vehicular accidents and fires that occur and are responded to by the Fire Department.

**(2)** Every person and/or utility that is provided with volunteer emergency, rescue and hazmat services shall be billed a user fee in accordance with this article.

**(3)** The user fee for volunteer emergency services rendered shall be billed directly to the user of such services' insurance company. If the insurance company is not known, the user of services shall be billed directly, with instructions to forward the bill to his/her insurance provider.

**(4)** Any and all amounts collected as a result of this article shall be used exclusively for the replacement or maintenance of Fire Department emergency services materials, equipment and training.

**(5)** The Township Committee hereby adopts the rates set forth in the Rate and Fee Schedule attached hereto and by this reference incorporated within this Ordinance as Appendix A. Such rates and fees, other than penalties for late payments, shall not be imposed as a penalty, but shall be calculated to recover the reasonable estimate of the actual cost to the Fire Department. The Township Committee may, from time to time, amend the Rate and Fee Schedule by resolution.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

This Ordinance shall take effect upon passage and publication as provided by law.

Appendix A  
Schedule of Fees

Tri County Fire Company Fees

Labor Per Hr	
Chief	\$60
Asst. Chief	\$60
Captain	\$55
Lieutenant	\$50
Firefighter/EMT	\$45
Firefighter/EMR	\$40
FireFighter	\$35
APPARATUS Per Hr	
Rescue 29-75	\$500
Engine 29-63	\$250
Engine 29-61	\$250
Car 29-85	\$75
Auto Aid FD/Squad	\$400
Mutual Aid FD/Squad	\$600
EQUIPMENT Per Hr	
Paratech Gold Struts	\$100
Rescue 42s Stabilization Struts	\$75
Z-Mag Stabilization Struts	\$75
HighLift Jacks	\$50
Block Cribbing	\$15
Paratech Airbags (Per Bag)	\$50

Truck Mounted Light Tower	\$150
Cascade Operation	\$200
Equipment Per Item	
ABC Extinguisher (Recharge)	\$40
Water Can (Recharge)	\$5
Absorbant Boom (Per Boom)	\$70
Absorbant Pad (Per Pad)	\$5
Blanket	\$5
Chainsaw	\$15
Drinking Water	\$5
Caution Tape (per foot)	\$9
Cleaning Supplies	\$50
Co2 Extinguisher	\$52
Firefighting Foam	\$125
K12 Saw Blade	\$23
Sawzall Blade	\$15
Road Flare (Per Unit)	\$4
Speedy Dry (Per Bag)	\$30
Traffic Cone (Per Unit)	\$23
Tyvek Suit (Per Unit)	\$38
Utility Rope	\$20
Glass Master (Per Unit)	\$25
Misc EMS Supplies	\$25
Portable Lights (Per Unit)	\$25
Contractor Bags (Per Bag)	\$5
Medical Gloves (Per Pair)	\$1
Oxygen	\$25
Aed Pads Adult	\$90
Aed Pads Infant	\$125
Portable Generator	\$50
Tarps (Per Unit)	\$25
Kevlar Fire Retardant Blankets (Per Unit)	\$50
C Collar	\$25
Tow Chains	\$35
Misc Handtools	\$15
Box of Nails for Building Stabilization	\$40
2x4 For Building Stabilization (Per Board)	\$10
4x4 For Building Stabilization (Per Board)	\$20

Lolly Column For Building Stabilization (Per Unit)	\$50
TNT Cutters	\$125
TNT Sm Cutters	\$100
TNT Pedal Cutters	\$75
TNT Spreaders	\$125
TNT Ram	\$125
TNT Truck Pump	\$125
TNT Portable Pump	\$100
Paratech Air Chisel	\$100
Milwalkee Sawzalls (per 1)	\$25
Milwalkee Cordless Powertools	\$25
Non-Resident Base Rate	\$275
Equipment per damage	
PPE Boots	\$300
PPE Extrication Gloves	\$55
PPE Fire Gloves	\$75
PPE Jacket	\$875
PPE Pants	\$1,125
Chainsaw Blade	\$35
Chainsaw Bar	\$45
Hydraulic hose	\$604
1 3/4 Fire Hose	\$150
300 ft Lifesafety Rope	\$530

**First Reading**

Mrs. Mora Dillon made a motion to approve Ordinance Petitioning the Clerk of Warren County to Place on the Ballot a Referendum to Gauge Public Sentiment for Returning the Annual School Board Election from November to April, which was seconded by Mr. McGuinness.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, PETITIONING THE CLERK OF WARREN COUNTY TO PLACE ON THE BALLOT A REFERENDUM TO GAUGE PUBLIC SENTIMENT FOR RETURNING THE ANNUAL SCHOOL BOARD ELECTION FROM NOVEMBER TO APRIL**

**WHEREAS**, the Township Committee of the Township of Mansfield desires that a nonbinding referendum question be placed on the ballot in November of 2022 to determine whether Township residents wish to return the date of the annual school board election from November to April;

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee, of the Township of Mansfield, County of Warren, State of New Jersey, as follows:

Section 1: That Holly Mackey, Warren County Clerk, be requested to place a nonbinding referendum on the ballot asking whether the voters in Mansfield Township desire to return the date of the annual school board election from November to April.

Section 2: The question to be placed on the ballot shall read as follows:

“Shall the Township of Mansfield enact a resolution returning the date of the annual school board election from November to April?”

**Interpretative Statement:**

The purpose of this Referendum is to determine whether the Township should enact a resolution that will change the date of the annual school board election from November to April. Such action will foster greater public participation and allow the voters the ability to vote on the district’s general fund tax levy for the budget year, pursuant to N.J.S.A. 19:60-1.1(b).

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 3. Repealer

Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section 4. Effective Date.

This Ordinance shall take effect upon final passage and publication.

**First Reading**

Mrs. Mora Dillon made a motion to approve the first reading of Ordinance Petitioning the Clerk of Warren County to Place on the Ballot a Referendum to Gauge Public Sentiment to Leave the County Library System and to Establish a Municipal Library in the Township, which was seconded by Mr. McGuinness.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Absent: None  
Abstain: None

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, PETITIONING THE CLERK OF WARREN COUNTY TO PLACE ON THE BALLOT A REFERENDUM TO GAUGE PUBLIC SENTIMENT TO LEAVE THE COUNTY LIBRARY SYSTEM AND TO ESTABLISH A MUNICIPAL LIBRARY IN THE TOWNSHIP**

**WHEREAS**, the Township Committee of the Township of Mansfield desires that a referendum question be placed on the ballot in November of 2022 to determine whether Township residents wish to allow the establishment of a free public library in the Township;

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee, Township of Mansfield, County of Warren, State of New Jersey, as follows:

Section 1: That Holly Mackey, Warren County Clerk, be requested to place a referendum on the ballot asking whether the voters in Mansfield Township desire to leave the County library system and allow the establishment of a free public library for use by residents of the Township.

Section 2: That the question to be placed on the ballot shall read as follows:

“Shall the Township of Mansfield withdraw from the county library system pursuant to P.L. 1985, c. 541 (C. 40:33-13b) and establish a free public library pursuant to the provisions of chapter 54 of Title 40 of the Revised Statutes?”

**Interpretative Statement:**

The purpose of this Referendum is to determine whether the Township should leave the County library system and establish a free public library within the Township for use by the residents of the Township.

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 3. Repealer.

Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section 4. Effective Date.

This Ordinance shall take effect upon final passage and publication.

**Second Reading**

Mr. Hayes made a motion to approve Ordinance to Amend Chapter 363 of the Code of Township of Mansfield Entitled "Zoning", which was seconded by Mrs. Mora Dillon.

Mayor Watters opened the meeting for public comment; seeing none, public portion was closed.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

AN ORDINANCE TO AMEND CHAPTER 363 OF THE CODE OF  
THE TOWNSHIP OF MANSFIELD ENTITLED "ZONING"

**WHEREAS**, the Township of Mansfield filed with the court seeking declaratory judgement relative to affordable housing as a result of the New Jersey Supreme Court's March 10, 2015 decision; and

**WHEREAS**, the Township of Mansfield has entered into a Settlement Agreement with the Fair Share Housing Center (FSHC) in an effort to settle the litigation; and

**WHEREAS**, the Settlement Agreement stipulates that the Township will rezone certain properties to provide realistic opportunities for the creation of affordable housing; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD** the Code of the Township of Mansfield is hereby amended as follows:

**SECTION 1:**

Chapter 363 of the Code of the Township of Mansfield is hereby amended as follows [New language **bold and underlined**, deleted language ~~double strikethrough~~]:

ARTICLE XVII: Affordable Housing Districts (AH-3 and AH-4)

§363-94 Area and Bulk Requirements

- A. All multi-family residential uses within the AH-3 and AH-4 Affordable Housing Districts shall meet the area and bulk requirements for the applicable uses within the R-3 District, **except as follows:**

- (1) **Building coverage: 20 percent**

**(2) Site coverage: 50 percent**

**SECTION 2:**

This Ordinance may be renumbered for codification purposes.

**SECTION 3:**

All Ordinances of the Township of Mansfield which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4:**

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

**SECTION 5:**

This Ordinance shall take effect upon passage and publication as provided by law.

**Second Reading**

Mrs. Mora Dillon made a motion to approve Ordinance Replacing the Entire Contents of the Existing Affordable Housing Ordinance of the Code of the township of Mansfield to Address the Requirements of the Fair Housing Act and the Uniform Housing Affordability Controls (UHAC) Regarding Compliance with the Township's Affordable Housing Obligations, which was seconded by Mr. Hayes.

Mayor Watters opened the meeting for public comment; seeing none, public portion was closed.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

AN ORDINANCE REPLACING THE ENTIRE CONTENTS OF THE EXISTING AFFORDABLE HOUSING ORDINANCE OF THE CODE OF THE TOWNSHIP OF MANSFIELD TO ADDRESS THE REQUIREMENTS OF THE FAIR HOUSING ACT AND THE UNIFORM HOUSING AFFORDABILITY CONTROLS (UHAC) REGARDING COMPLIANCE WITH THE TOWNSHIP'S AFFORDABLE HOUSING OBLIGATIONS AND REPEALING ALL ORDINANCES HERETOFORE ADOPTED, THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH

**WHEREAS**, in accordance with In the Matter of the Adoption of N.J.A.C. 5:96 & 5:97 by the New Jersey Council on Affordable Housing. 221 N.J. 1 (2015), the Township of Mansfield filed an action for declaratory judgment requesting that the Court declare that the Township has complied with its constitutional obligation to provide a realistic opportunity for the development of housing that is affordable to low- and moderate-income families and individuals; and

**WHEREAS**, in order to carry out such constitutional obligation, the Code of the Township of Mansfield is to be amended to include provisions addressing the Township's constitutional obligation to provide for its fair share of low- and moderate-income housing, as directed by the Superior Court and consistent with N.J.A.C. 5:93-1 et seq., as amended and supplemented; N.J.A.C. 5:80-26.1 et seq., as amended and supplemented; and the New Jersey Fair Housing Act of 1985; and

**WHEREAS**, this Ordinance is intended to provide assurance that low- and moderate-income units ("affordable units") are created with controls on affordability over time and that low- and moderate-income households shall occupy those units; and

**WHEREAS**, the Township of Mansfield Planning Board has adopted a Housing Element and Fair Share Plan pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.: and

**WHEREAS**, the Housing Element and Fair Share Plan has been endorsed by the Township Committee; and

**WHEREAS**, this Ordinance implements and incorporates the adopted and endorsed Housing Element and Fair Share Plan and addresses the requirements of N.J.A.C. 5:93-1 et seq. as amended and supplemented; N.J.A.C. 5:80-26.1 et seq., as amended and supplemented; and the New Jersey Fair Housing Act of 1985.

**NOW, THEREFORE, BE IT ORDAINED**, by the Committee of the Township of Mansfield as follows:

**BE IT ORDAINED** by the Township Committee of the Township of Mansfield, County of Warren and State of New Jersey, that the Code of the Township of Mansfield is hereby replaced to include provisions addressing Mansfield's constitutional obligation to provide for its fair share of low- and moderate-income housing, as directed by the Superior Court and consistent with N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C. 5:80-26.1, et seq., as amended and supplemented, and the New Jersey Fair Housing Act of 1985. This Ordinance is intended to provide assurances that low- and moderate-income units ("affordable units") are created with controls on affordability over time and that low- and moderate-income households shall occupy those units. This Ordinance shall apply except where inconsistent with applicable law.

The Mansfield Township Land Use Board has adopted a Housing Element and Fair Share Plan pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1, et seq. The Housing Element and Fair Share Plan have been endorsed by the governing body. This Ordinance implements and incorporates the adopted and endorsed Housing Element and Fair Share Plan and addresses the requirements of N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C.5:80-26.1, et seq. as amended and supplemented, and the New Jersey Fair Housing Act of 1985.

On the first anniversary of the entry of the Order granting Mansfield a Final Judgment of Compliance and Repose in IMO Application of the Township of Mansfield, Docket No.WRN-242-15 and

every anniversary thereafter through the end of the Repose period, the Township shall provide annual reporting of its Affordable Housing Trust Fund activity to the New Jersey Department of Community Affairs, Council on Affordable Housing or Local Government Services, or other entity designated by the State of New Jersey, with a copy provided to Fair Share Housing Center and posted on the municipal website, using forms developed for this purpose by the New Jersey Department of Community Affairs, Council on Affordable Housing or Local Government Services. The reporting shall include an accounting of all Affordable Housing Trust Fund activity, including the source and amount of funds collected and the amount and purpose for which any funds have been expended.

On the first anniversary of the entry of the Order granting Mansfield a Final Judgment of Compliance and Repose in IMO Application of the Township of Mansfield, Docket No.WRN-242-15 and every anniversary thereafter through the end of the Repose period, the Township shall provide annual reporting of the status of all affordable housing activity within the municipality through posting on the municipal website, with copies provided to Fair Share Housing Center, using forms previously developed for this purpose by the Council on Affordable Housing or any other forms endorsed by the Court-appointed Special Master and Fair Share Housing Center. For the midpoint realistic opportunity review due on July 1, 2020, as required pursuant to N.J.S.A. 52:27D-313, the Township shall post on its municipal website, with copies provided to Fair Share Housing Center, a status report as to its implementation of its Plan and an analysis of whether any unbuilt sites or unfulfilled mechanisms continue to present a realistic opportunity. Such posting shall invite any interested party to submit comments to the municipality, with copies provided to Fair Share Housing Center, regarding whether any sites no longer present a realistic opportunity and should be replaced. Any interested party may by motion request a hearing before the Court regarding these issues.

For the review of very low income housing requirements required by N.J.S.A. 52:27D-329.1, within 30 days of the third anniversary of the entry of the Order granting Mansfield a Final Judgment of Compliance and Repose in IMO Application of the Township of Mansfield, Docket No.WRN-242-15, and every third year thereafter, the Township will post on its municipal website, with copies provided to Fair Share Housing Center, a status report as to its satisfaction of its very low income requirements, including the family very low income requirements referenced herein. Such posting shall invite any interested party to submit comments to the municipality, with copies provided to Fair Share Housing Center, on the issue of whether the municipality has complied with its very low income housing obligation.

## **SECTION 1:**

### **Chapter 365: Affordable Housing**

## **§ 365-1 General program purposes; statutory provisions; affordable housing obligation.**

- A. This section of the Township Code sets forth regulations regarding the low- and moderate-income housing units in the Township consistent the Substantive Rules of the New Jersey Council on Affordable Housing, N.J.A.C. 5:93 et seq., the Uniform Housing Affordability Controls (UHAC), N.J.A.C. 5:80-26.1 et seq., and the Township's constitutional obligation to provide a fair share of affordable housing for low- and moderate-income households. In addition, this section applies requirements for very-low-income housing as established in P.L. 2008, c. 46 (the "Roberts Bill").

- B. This article is intended to assure that low- and moderate-income units ("affordable units") are created with controls on affordability over time and that low- and moderate-income households shall occupy these units. This article shall apply except where inconsistent with applicable law.
- C. The provisions of this Chapter shall apply to all affordable housing developments and affordable housing units that currently exist and that are proposed to be created within the Township of Mansfield pursuant to the Township's most recently adopted Housing Element and Fair Share Plan.
- D. The Mansfield Township Planning Board has adopted a Housing Element and Fair Share Plan pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1, et seq. The Plan has also been endorsed by the Township Committee of the Township of Mansfield. The Fair Share Plan describes the ways the Township shall address its fair share for low- and moderate-income housing as documented in the Housing Element.
- E. This article implements and incorporates the Fair Share Plan and addresses the requirements of N.J.A.C. 5:93, as may be amended and supplemented.

## **§ 365-2 Definitions.**

The following terms when used in this Ordinance shall have the meanings given in this Section:

### **ACT**

The Fair Housing Act of 1985, P.L. 1985, c. 222 (N.J.S.A. 52:27D-301 et seq.)

### **ADAPTABLE**

Constructed in compliance with the technical design standards of the Barrier Free Sub code, N.J.A.C. 5:23-7.

### **ADMINISTRATIVE AGENT**

The entity designated by the Township to administer affordable units in accordance with this Ordinance, N.J.A.C. 5:93, and UHAC (N.J.A.C. 5:80-26).

### **AFFIRMATIVE MARKETING**

A regional marketing strategy designed to attract buyers and/or renters of affordable units pursuant to N.J.A.C. 5:80-26.15.

### **AFFORDABILITY AVERAGE**

The average percentage of median income at which new restricted units in an affordable housing development are affordable to low- and moderate-income households.

### **AFFORDABLE**

A sales price or rent level that is within the means of a low- or moderate-income household as defined within N.J.A.C. 5:93-7.4, and, in the case of an ownership unit, that the sales price for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.6, as may be amended and supplemented, and, in the case of a rental unit, that the rent for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.12, as may be amended and supplemented.

**AFFORDABLE HOUSING DEVELOPMENT**

A development included in or approved pursuant to the Housing Element and Fair Share Plan or otherwise intended to address the Township's fair share obligation, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100 percent affordable housing development, group homes and accessory apartments.

**AFFORDABLE HOUSING PROGRAM(S)**

Any mechanism in a municipal Fair Share Plan prepared or implemented to address a municipality's fair share obligation.

**AFFORDABLE UNIT**

A housing unit proposed or created pursuant to the Act and approved for crediting by the Court and/or funded through an affordable housing trust fund.

**AGENCY**

The New Jersey Housing and Mortgage Finance Agency established by P.L. 1983, c. 530 (N.J.S.A. 55:14K-1, et seq.).

**AGE-RESTRICTED UNIT**

A housing unit designed to meet the needs of, and exclusively for, the residents of an age-restricted segment of the population such that: 1) all the residents of the development wherein the unit is situated are 62 years of age or older; or 2) at least 80 percent of the units are occupied by one person who is 55 years of age or older; or 3) the development has been designated by the Secretary of the U.S. Department of Housing and Urban Development as "housing for older persons" as defined in Section 807(b)(2) of the Fair Housing Act, 42 U.S.C. § 3607.

**ALTERNATIVE LIVING ARRANGEMENTS**

A structure in which households live in distinct bedrooms, yet share kitchen and plumbing facilities, central heat and common areas. Alternative living arrangements include, but are not limited to: transitional facilities for the homeless; Class A, B, C, D and E boarding homes as regulated by the State of New Jersey Department of Community Affairs; residential health care facilities as regulated by the New Jersey Department of Health; group homes for the developmentally disabled and mentally ill as licensed and/or regulated by the New Jersey Department of Human Services; and congregate living arrangements.

**ASSISTED LIVING RESIDENCE**

A facility that is licensed by the New Jersey Department of Health and Senior Services to provide apartment-style housing and congregate dining and to assure that assisted living services are available when needed for four or more adult persons unrelated to the proprietor and that offers units containing, at a minimum, one unfurnished room, a private bathroom, a kitchenette

and a lockable door on the unit entrance.

**CERTIFIED HOUSEHOLD**

A household that has been certified by an Administrative Agent as a low-income household or moderate-income household.

**COAH**

The Council on Affordable Housing, as established by the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, et seq.).

**DCA**

The State of New Jersey Department of Community Affairs.

**DEFICIENT HOUSING UNIT**

A housing unit with health and safety code violations that requires the repair or replacement of a major system. A major system includes weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and/or load bearing structural systems.

**DEVELOPER**

Any person, partnership, association, company or corporation that is the legal or beneficial owner or owners of a lot or any land included in a proposed development including the holder of an option to contract to purchase, or other person having an enforceable proprietary interest in such land.

**DEVELOPMENT**

The division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any use or change in the use of any building or other structure, or of any mining, excavation or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, for which permission may be required pursuant to N.J.S.A. 40:55D-1, et seq.

**DEVELOPMENT FEE**

Money paid by a developer for the improvement of property as permitted in N.J.A.C. 5:97-8.3.

**EQUALIZED ASSESSED VALUE**

The assessed value of a property divided by the current average ratio of assessed to true value for the municipality in which the property is situated, as determined in accordance with sections 1, 5, and 6 of P.L.1973, c.123 (C.54:1-35a through C.54:1-35c).

**GREEN BUILDING STRATEGIES**

those strategies that minimize the impact of development on the environment, and enhance the health, safety and well-being of residents by producing durable, low-maintenance, resource-efficient housing while making optimum use of existing infrastructure and community services.

**INCLUSIONARY DEVELOPMENT**

A development containing both affordable units and market rate units. This term includes, but is not limited to: new construction, the conversion of a non-residential structure to residential use and the creation of new affordable units through the gut rehabilitation or reconstruction of a vacant residential structure.

**LOW-INCOME HOUSEHOLD**

A household with a total gross annual household income equal to 50 percent or less of the **regional** median household income **by household size**.

**LOW-INCOME UNIT**

A restricted unit that is affordable to a low-income household.

**MAJOR SYSTEM**

The primary structural, mechanical, plumbing, electrical, fire protection, or occupant service components of a building which include but are not limited to, weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and load bearing structural systems.

**MARKET-RATE UNITS**

Housing not restricted to low- and moderate-income households that may sell or rent at any price.

**MEDIAN INCOME**

The median income by household size for the applicable housing region, as adopted annually by COAH or a successor entity approved by the Court.

**MODERATE-INCOME HOUSEHOLD**

A household with a total gross annual household income in excess of 50 percent but less than 80 percent of the **regional** median household income **by household size**.

**MODERATE-INCOME UNIT**

A restricted unit that is affordable to a moderate-income household.

**MULTIFAMILY UNIT**

A structure containing five or more dwelling units.

**NON-EXEMPT SALE**

Any sale or transfer of ownership other than the transfer of ownership between husband and wife; the transfer of ownership between former spouses ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; the transfer of ownership between family members as a result of inheritance; the transfer of ownership through an executor's deed to a class A beneficiary and the transfer of ownership by court order.

**RANDOM SELECTION PROCESS**

A process by which currently income-eligible households are selected for placement in affordable housing units such that no preference is given to one applicant over another except for purposes of matching household income and size with an appropriately priced and sized

affordable unit (e.g., by lottery).

**REGIONAL ASSET LIMIT**

The maximum housing value in each housing region affordable to a four-person household with an income at 80 percent of the regional median as defined by duly adopted Regional Income Limits published annually by COAH or a successor entity.

**REHABILITATION**

The repair, renovation, alteration or reconstruction of any building or structure, pursuant to the Rehabilitation Subcode, N.J.A.C. 5:23-6.

**RENT**

The gross monthly cost of a rental unit to the tenant, including the rent paid to the landlord, as well as an allowance for tenant-paid utilities computed in accordance with allowances published by DCA for its Section 8 program. In assisted living residences, rent does not include charges for food and services.

**RESTRICTED UNIT**

A dwelling unit, whether a rental unit or an ownership unit, that is subject to the affordability controls of N.J.A.C. 5:80-26.1, as amended and supplemented, but does not include a market-rate unit financed under UHORP or MONI.

**UHAC**

The Uniform Housing Affordability Controls set forth in N.J.A.C. 5:80-26, et seq.

**VERY LOW-INCOME HOUSEHOLD**

A household with a total gross annual household income equal to 30 percent or less of the **regional** median household income **by household size**.

**VERY LOW-INCOME UNIT**

A restricted unit that is affordable to a very low-income household.

**WEATHERIZATION**

Building insulation (for attic, exterior walls and crawl space), siding to improve energy efficiency, replacement storm windows, replacement storm doors, replacement windows and replacement doors, and is considered a major system for purposes of a rehabilitation program.

**§ 365-3 Alternative Living Arrangements.**

1. The administration of an alternative living arrangement shall be in compliance with N.J.A.C. 5:93-5.8 and UHAC, with the following exceptions:
  - i. Affirmative marketing (N.J.A.C. 5:80-26.15), provided, however, that the units or bedrooms may be affirmatively marketed by the provider in accordance with an alternative plan approved by the Court.

- ii. Affordability average and bedroom distribution (N.J.A.C. 5:80-26.3).
2. With the exception of units established with capital funding through a 20-year operating contract with the Department of Human Services, Division of Developmental Disabilities, alternative living arrangements shall have at least 30-year controls on affordability in accordance with UHAC, unless an alternative commitment is approved by the Court.

## § 365-4 New Construction.

The following requirements shall apply to all new or planned developments that contain low- and moderate-income housing units.

- A. Phasing. Final site plan or subdivision approval shall be contingent upon the affordable housing development meeting the following phasing schedule for low- and moderate-income units, whether developed in a single-phase development or in a multiphase development:

Maximum Percentage of Market-Rate Units Completed	Minimum Percentage of Low- and Moderate-Income Units Completed
25%	0%
25%+1	10%
50%	50%
75%	75%
90%	100%

- B. Design. In inclusionary developments, to the extent possible, low- and moderate-income units shall be integrated with the market units.
- C. Utilities and common elements. In inclusionary developments, affordable units shall utilize the same type of heating source as the market units within the development, and the occupants of the affordable units shall have access to all of the same common elements and facilities as the occupants of the market units within the development.
- D. Low/Moderate Split and Bedroom Distribution of Affordable Housing Units:
- (1) The fair share obligation shall be divided equally between low- and moderate-income units, except that where there is an odd number of affordable housing units, the extra unit shall be a low income unit. At least 13 percent of all restricted rental units shall be very low income units (affordable to a household earning 30 percent or less of median income). The very low income units shall be counted as part of the required number of low income units within the development.
  - (2) At least 25 percent of the obligation shall be met through rental units, including at least half in rental units available to families.

- (3) A maximum of 25 percent of the Township's obligation may be met with age restricted units. At least half of all affordable units in the Township's plan shall be available to families.
- (4) In each affordable development, at least 50 percent of the restricted units within each bedroom distribution shall be low-income units.
- (5) Affordable developments that are not age-restricted shall be structured in conjunction with realistic market demands such that:
  - (a) The combined number of efficiency and one-bedroom units shall be no greater than 20 percent of the total low- and moderate-income units.
  - (b) At least 30 percent of all low- and moderate-income units shall be two-bedroom units.
  - (c) At least 20 percent of all low- and moderate-income units shall be three-bedroom units.
  - (d) The remaining units may be allocated among two- and three-bedroom units at the discretion of the developer.
- (6) Affordable developments that are age-restricted shall be structured such that the number of bedrooms shall equal the number of age-restricted low- and moderate-income units within the inclusionary development. This standard may be met by having all one-bedroom units or by having a two-bedroom unit for each efficiency unit.

E. Accessibility Requirements:

- (1) The first floor of all restricted townhouse dwelling units and all restricted units in all other multistory buildings shall be subject to the technical design standards of the Barrier Free Subcode, N.J.A.C. 5:23-7 and the following:
- (2) All restricted townhouse dwelling units and all restricted units in other multistory buildings in which a restricted dwelling unit is attached to at least one other dwelling unit shall have the following features:
  - (a) An adaptable toilet and bathing facility on the first floor; and
  - (b) An adaptable kitchen on the first floor; and
  - (c) An interior accessible route of travel on the first floor; and
  - (d) An adaptable room that can be used as a bedroom, with a door or the casing for the installation of a door, on the first floor; and

- (e) If not all of the foregoing requirements in b.1) through b.4) can be satisfied, then an interior accessible route of travel must be provided between stories within an individual unit, but if all of the terms of paragraphs b.1) through b.4) above have been satisfied, then an interior accessible route of travel shall not be required between stories within an individual unit; and
- (f) An accessible entranceway as set forth at P.L. 2005, c. 350 (N.J.S.A. 52:27D-311a, et seq.) and the Barrier Free Sub Code, N.J.A.C. 5:23-7, or evidence that Mansfield has collected funds from the developer sufficient to make 10 percent of the adaptable entrances in the development accessible:
  - i. Where a unit has been constructed with an adaptable entrance, upon the request of a person with disabilities who is purchasing or will reside in the dwelling unit, an accessible entrance shall be installed.
  - ii. To this end, the builder of restricted units shall deposit funds within the Township of Mansfield's Affordable Housing Trust Fund sufficient to install accessible entrances in 10 percent of the affordable units that have been constructed with adaptable entrances.
  - iii. The funds deposited under paragraph 6) b) above shall be used by the Township of Mansfield for the sole purpose of making the adaptable entrance of an affordable unit accessible when requested to do so by a person with a disability who occupies or intends to occupy the unit and requires an accessible entrance.
  - iv. The developer of the restricted units shall submit a design plan and cost estimate to the Construction Official of the Township of Mansfield for the conversion of adaptable to accessible entrances.
  - v. Once the Construction Official has determined that the design plan to convert the unit entrances from adaptable to accessible meet the requirements of the Barrier Free SubCode, N.J.A.C. 5:23-7, and that the cost estimate of such conversion is reasonable, payment shall be made to the Township's Affordable Housing Trust Fund in care of the Township Chief Financial Officer who shall ensure that the funds are deposited into the Affordable Housing Trust Fund and appropriately earmarked.
  - vi. Full compliance with the foregoing provisions shall not be required where an entity can demonstrate that it is "site impracticable" to meet the requirements. Determinations of site impracticability shall be in compliance with the Barrier Free Subcode, N.J.A.C. 5:23-7.

F. Design:

- (1) In inclusionary developments, to the extent possible, low- and moderate-income units shall be integrated with the market units.

- (2) In inclusionary developments, low- and moderate-income units shall have access to all of the same common elements and facilities as the market units.

G. Maximum Rents and Sales Prices:

- (1) In establishing rents and sales prices of affordable housing units, the administrative agent shall follow the procedures set forth in UHAC and by the New Jersey Superior Court, utilizing the most recently published regional income limits by HUD and the calculation procedures as approved by the Court.
- (2) The maximum rent for restricted rental units within each affordable development shall be affordable to households earning no more than 60% of median income, and the average rent for restricted low- and moderate-income units shall be affordable to households earning no more than 52% of median income.
- (3) The developers and/or municipal sponsors of restricted rental units shall establish at least one rent for each bedroom type for both low-income and moderate-income units, provided that:
  - (a) At least thirteen percent (13%) of all low- and moderate-income rental units shall be affordable to very-low-income households, which shall be part of the low-income requirement.
- (4) The maximum sales price of restricted ownership units within each affordable development shall be affordable to households earning no more than seventy percent (70%) of median income, and each affordable development must achieve an affordability average of fifty-five percent (55%) for restricted ownership units; in achieving this affordability average, moderate-income ownership units must be available for at least three different prices for each bedroom type, and low-income ownership units must be available for at least two different sales prices for each bedroom type.
- (5) In determining the initial sales prices and rent levels for compliance with the affordability average requirements for restricted units other than assisted living facilities and age-restricted developments, the following standards shall be used:
  - (a) A studio or efficiency unit shall be affordable to a one-person household.
  - (b) A one-bedroom unit shall be affordable to a one- and one-half-person household.
  - (c) A two-bedroom unit shall be affordable to a three-person household.
  - (d) A three-bedroom unit shall be affordable to a four and one-half person

household.

- (e) A four-bedroom unit shall be affordable to a six-person household.
- (6) In determining the initial sales price and rent levels for compliance with the affordability average requirements for restricted units in assisted living facilities and age-restricted developments, the following standards shall be used:
- (a) A studio or efficiency unit shall be affordable to a one-person household;
  - (b) A one-bedroom unit shall be affordable to a one and one-half person household; and
  - (c) A two-bedroom unit shall be affordable to a two-person household or to two one-person households.
- (7) The initial purchase price for all restricted ownership units shall be calculated so that the monthly carrying cost of the unit, including principal and interest (based on a mortgage loan equal to ninety-five percent (95%) of the purchase price and the Federal Reserve H.15 rate of interest), taxes, homeowner and private mortgage insurance and condominium or homeowner association fees do not exceed twenty eight percent (28%) of the eligible monthly income of the appropriate size household as determined under N.J.A.C. 5:80-26.4, as may be amended and supplemented; provided, however, that the price shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.3, as may be amended and supplemented.
- (8) The initial rent for a restricted rental unit shall be calculated so as not to exceed 30% of the eligible monthly income of the appropriate household size, including an allowance for tenant paid utilities, as determined under N.J.A.C. 5:80-26.4, as may be amended and supplemented; provided, however, that the rent shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.3, as may be amended and supplemented.
- (9) The price of owner-occupied low- and moderate-income units may increase annually based on the percentage increase in the regional median income limit for each housing region. In no event shall the maximum resale price established by the administrative agent be lower than the last recorded purchase price.
- (10) Income limits for all units that are part of the Township's Housing Element and Fair Share Plan, and for which income limits are not already established through a federal program exempted from the Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26.1 shall be updated by the Township annually within 30 days of the publication of determinations of median income by HUD as follows:

- (a) Regional income limits shall be established for Region 2, which contains Essex, Morris, Union and Warren Counties, based on the median income by household size, which shall be established by a regional weighted average of the uncapped Section 8 income limits published by HUD. To compute this regional income limit, the HUD determination of median county income for a family of four is multiplied by the estimated households within the county according to the most recent decennial Census. The resulting product for each county within the housing region is summed. The sum is divided by the estimated total households from the most recent decennial Census in Region 1. This quotient represents the regional weighted average of median income for a household of four. The income limit for a moderate-income unit for a household of four shall be 80 percent of the regional weighted average median income for a family of four. The income limit for a low-income unit for a household of four shall be 50 percent of the HUD determination of the regional weighted average median income for a family of four. The income limit for a very-low-income unit for a household of four shall be 30 percent of the regional weighted average median income for a family of four. These income limits shall be adjusted by household size based on multipliers used by HUD to adjust median income by household size. In no event shall the income limits be less than those for the previous year.
  - (b) The income limits calculated each year shall be the result of applying the percentages set forth in paragraph (a) above to HUD's determination of median income for the relevant fiscal year and shall be utilized until the Borough updates the income limits after HUD has published revised determinations of median income for the next fiscal year.
  - (c) The Regional Asset Limit used in determining an applicant's eligibility for affordable housing pursuant to N.J.A.C. 5:80-26.16(b)3 shall be calculated by the Borough annually by taking the percentage increase of the income limits calculated pursuant to paragraph (a) above over the previous year's income limits, and applying the same percentage increase to the Regional Asset Limit from the prior year. In no event shall the Regional Asset Limit be less than that for the previous year.
- (11) In establishing sale prices and rents of affordable housing units, the administrative agent shall follow the procedures set forth in UHAC, utilizing the regional income limits established by HUD:
- (a) The price of owner-occupied very-low, low and moderate-income units may increase annually based on the percentage increase in the regional median income limit for each housing region determined pursuant to Paragraph 10. In no event shall the maximum resale price established by

the administrative agent be lower than the last recorded purchase price.

- (12) The rent levels of very-low-, low- and moderate-income units may be increased annually based on the permitted percentage increase in the Housing Consumer Price Index for the Northeast Urban Area, upon its publication for the prior calendar year. This increase shall not exceed nine percent in any one year. Rents for units constructed pursuant to low- income housing tax credit regulations shall be indexed pursuant to the regulations governing low- income housing tax credits.
- (13) Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance approved by DCA for its Section 8 program.

#### H. Utilities.

- (1) Affordable units shall utilize the same type of heating source as market units within an inclusionary development.
- (2) Tenant-paid utilities included in the utility allowance shall be set forth in the lease and shall be consistent with the utility allowance approved by **HUD** for its Section 8 program.

#### I. Occupancy Standards.

- (1) In referring certified households to specific restricted units, the Administrative Agent shall, to the extent feasible and without causing an undue delay in the occupancy of a unit, strive to:
  - (a) Provide an occupant for each bedroom;
  - (b) Provide children of different sexes with separate bedrooms;
  - (c) Provide separate bedrooms for parents and children; and
  - (d) Prevent more than two persons from occupying a single bedroom.

#### J. Control Periods for Restricted Ownership Units and Enforcement Mechanisms.

- (1) Control periods for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.5, as may be amended and supplemented, and each restricted ownership unit shall remain subject to the requirements of this Ordinance for a period of at least thirty (30) years, until Mansfield takes action to release the unit from such requirements; prior to such action, a restricted ownership unit shall

remain subject to the requirements of N.J.A.C. 5:80-26.1, as may be amended and supplemented.

- (2) The affordability control period for a restricted ownership unit shall commence on the date the initial certified household takes title to the unit.
- (3) Prior to the issuance of the initial certificate of occupancy for a restricted ownership unit and upon each successive sale during the period of restricted ownership, the Administrative Agent shall determine the restricted price for the unit and shall also determine the non-restricted, fair market value of the unit based on either an appraisal or the unit's equalized assessed value without the restrictions in place.
- (4) At the time of the initial sale of the unit, the initial purchaser shall execute and deliver to the Administrative Agent a recapture note obligating the purchaser (as well as the purchaser's heirs, successors and assigns) to repay, upon the first non-exempt sale after the unit's release from the restrictions set forth in this Ordinance, an amount equal to the difference between the unit's non-restricted fair market value and its restricted price, and the recapture note shall be secured by a recapture lien evidenced by a duly recorded mortgage on the unit.
- (5) The affordability controls set forth in this Ordinance shall remain in effect despite the entry and enforcement of any judgment of foreclosure with respect to restricted ownership units.
- (6) A restricted ownership unit shall be required to obtain a Continuing Certificate of Occupancy or a certified statement from the Construction Official stating that the unit meets all Code standards upon the first transfer of title following the removal of the restrictions provided under N.J.A.C. 5:80-26.5(a), as may be amended and supplemented.

K. Price Restrictions for Restricted Ownership Units, Homeowner Association Fees and Resale Prices.

- (1) Price restrictions for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.1, as may be amended and supplemented, including:
  - (a) The initial purchase price for a restricted ownership unit shall be approved by the Administrative Agent.
  - (b) The Administrative Agent shall approve all resale prices, in writing and in advance of the resale, to assure compliance with the foregoing standards.

- (c) The master deeds of inclusionary developments shall provide no distinction between the condominium or homeowner association fees and special assessments paid by low- and moderate-income purchasers and those paid by market purchasers.
- (d) The owners of restricted ownership units may apply to the Administrative Agent to increase the maximum sales price for the unit on the basis of anticipated capital improvements. Eligible capital improvements shall be those that render the unit suitable for a larger household or the addition of a bathroom.

L. Buyer Income Eligibility.

- (1) Buyer income eligibility for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.1, as may be amended and supplemented, such that low-income ownership units shall be reserved for households with a gross household income less than or equal to 50 percent of median income and moderate-income ownership units shall be reserved for households with a gross household income less than 80 percent of median income.
- (2) Notwithstanding the foregoing, however, the Administrative Agent may, upon approval by the Township Committee, and subject to the Court's approval, permit moderate-income purchasers to buy low-income units in housing markets if the Administrative Agent determines that there is an insufficient number of eligible low-income purchasers to permit prompt occupancy of the units. All such low-income units to be sold to moderate-income households shall retain the required pricing and pricing restrictions for low-income units.
- (3) A certified household that purchases a restricted ownership unit must occupy it as the certified household's principal residence and shall not lease the unit; provided, however, that the Administrative Agent may permit the owner of a restricted ownership unit, upon application and a showing of hardship, to lease the restricted unit to another certified household for a period not to exceed one year.
- (4) The Administrative Agent shall certify a household as eligible for a restricted ownership unit when the household is a low-income household or a moderate-income household, as applicable to the unit, and the estimated monthly housing cost for the particular unit (including principal, interest, taxes, homeowner and private mortgage insurance and condominium or homeowner association fees, as applicable) does not exceed 33 percent of the household's eligible monthly income.

M. Limitations on Indebtedness Secured by Ownership Unit; Subordination.

- (1) Prior to incurring any indebtedness to be secured by a restricted ownership unit, the owner shall apply to the Administrative Agent for a determination in writing that the proposed indebtedness complies with the provisions of this Section, and the Administrative Agent shall issue such determination prior to the owner incurring such indebtedness.
- (2) With the exception of First Purchase Money Mortgages, neither an owner nor a lender shall at any time cause or permit the total indebtedness secured by a restricted ownership unit to exceed 95 percent of the maximum allowable resale price of the unit, as such price is determined by the Administrative Agent in accordance with N.J.A.C.5:80-26.6(b).

N. Capital Improvements To Ownership Units.

- (1) The owners of restricted ownership units may apply to the Administrative Agent to increase the maximum sales price for the unit on the basis of capital improvements made since the purchase of the unit. Eligible capital improvements shall be those that render the unit suitable for a larger household or that adds an additional bathroom. In no event shall the maximum sales price of an improved housing unit exceed the limits of affordability for the larger household.
- (2) Upon the resale of a restricted ownership unit, all items of property that are permanently affixed to the unit or were included when the unit was initially restricted (for example, refrigerator, range, washer, dryer, dishwasher, wall-to-wall carpeting) shall be included in the maximum allowable resale price. Other items may be sold to the purchaser at a reasonable price that has been approved by the Administrative Agent at the time of the signing of the agreement to purchase. The purchase of central air conditioning installed subsequent to the initial sale of the unit and not included in the base price may be made a condition of the unit resale provided the price, which shall be subject to 10-year, straight-line depreciation, has been approved by the Administrative Agent. Unless otherwise approved by the Administrative Agent, the purchase of any property other than central air conditioning shall not be made a condition of the unit resale. The owner and the purchaser must personally certify at the time of closing that no unapproved transfer of funds for the purpose of selling and receiving property has taken place at the time of or as a condition of resale.

O. Control Periods for Restricted Rental Units.

- (1) Control periods for restricted rental units shall be in accordance with N.J.A.C. 5:80-26.11, as may be amended and supplemented, and each restricted rental unit shall remain subject to the requirements of this Ordinance for a period of at

least 30 years, until Mansfield takes action to release the unit from such requirements. Prior to such action, a restricted rental unit shall remain subject to the requirements of N.J.A.C. 5:80-26.1, as may be amended and supplemented.

- (2) Deeds of all real property that include restricted rental units shall contain deed restriction language. The deed restriction shall have priority over all mortgages on the property, and the deed restriction shall be filed by the developer or seller with the records office of the County of Warren. The deed shall also identify each affordable unit by apartment number and/or address and whether that unit is designated as a very low, low or moderate income unit. Neither the unit nor its affordability designation shall change throughout the term of the deed restriction. A copy of the filed document shall be provided to the Administrative Agent within 30 days of the receipt of a Certificate of Occupancy.
- (3) A restricted rental unit shall remain subject to the affordability controls of this Ordinance despite the occurrence of any of the following events:
  - (a) Sublease or assignment of the lease of the unit;
  - (b) Sale or other voluntary transfer of the ownership of the unit; or
  - (c) The entry and enforcement of any judgment of foreclosure on the property containing the unit.

P. Rent Restrictions for Rental Units; Leases.

- (1) A written lease shall be required for all restricted rental units and tenants shall be responsible for security deposits and the full amount of the rent as stated on the lease. A copy of the current lease for each restricted rental unit shall be provided to the Administrative Agent.
- (2) No additional fees or charges shall be added to the approved rent (except, in the case of units in an assisted living residence, to cover the customary charges for food and services) without the express written approval of the Administrative Agent.
- (3) Application fees (including the charge for any credit check) shall not exceed five percent of the monthly rent of the applicable restricted unit and shall be payable to the Administrative Agent to be applied to the costs of administering the controls applicable to the unit as set forth in this Ordinance.
- (4) No rent control ordinance or other pricing restriction shall be applicable to either the market units or the affordable units in any development in which at least 15

percent of the total number of dwelling units are restricted rental units in compliance with this Ordinance.

Q. Tenant Income Eligibility.

- (1) Tenant income eligibility shall be in accordance with N.J.A.C. 5:80-26.13, as may be amended and supplemented, and shall be determined as follows:
  - (a) Very low-income rental units shall be reserved for households with a gross household income less than or equal to 30 percent of median income.
  - (b) Low-income rental units shall be reserved for households with a gross household income less than or equal to 50 percent of median income.
  - (c) Moderate-income rental units shall be reserved for households with a gross household income less than 80 percent of median income.
- (2) The Administrative Agent shall certify a household as eligible for a restricted rental unit when the household is a very low-income household, low-income household or a moderate-income household, as applicable to the unit, and the rent proposed for the unit does not exceed 35 percent (40 percent for age-restricted units) of the household's eligible monthly income as determined pursuant to N.J.A.C. 5:80-26.16, as may be amended and supplemented; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:
  - (a) The household currently pays more than 35 percent (40 percent for households eligible for age-restricted units) of its gross household income for rent, and the proposed rent will reduce its housing costs;
  - (b) The household has consistently paid more than 35 percent (40 percent for households eligible for age-restricted units) of eligible monthly income for rent in the past and has proven its ability to pay;
  - (c) The household is currently in substandard or overcrowded living conditions;
  - (d) The household documents the existence of assets with which the household proposes to supplement the rent payments; or
  - (e) The household documents reliable anticipated third-party assistance from an outside source such as a family member in a form acceptable to the Administrative Agent and the owner of the unit.

- (3) The applicant shall file documentation sufficient to establish the existence of the circumstances in 1.a. through 2.e. above with the Administrative Agent, who shall counsel the household on budgeting.

## **§ 365-5 Municipal Housing Liaison.**

- A. The Township of Mansfield shall appoint a specific municipal employee to serve as a Municipal Housing Liaison responsible for administering the affordable housing program, including affordability controls, the Affirmative Marketing Plan, monitoring and reporting, and, where applicable, supervising any contracted Administrative Agent. Mansfield shall adopt an Ordinance creating the position of Municipal Housing Liaison. Mansfield shall adopt a Resolution appointing a Municipal Housing Liaison. The Municipal Housing Liaison shall be appointed by the governing body and may be a full or part time municipal employee. The Municipal Housing Liaison shall be approved by the Court and shall be duly qualified through a training program sponsored by Affordable Housing Professionals of New Jersey before assuming the duties of Municipal Housing Liaison.
- B. The Municipal Housing Liaison shall be responsible for oversight and administration of the affordable housing program for Mansfield, including the following responsibilities which may not be contracted out to the Administrative Agent:
  - (1) Serving as Mansfield's primary point of contact for all inquiries from the State, affordable housing providers, Administrative Agents and interested households;
  - (2) Monitoring the status of all restricted units in Mansfield's Fair Share Plan;
  - (3) Compiling, verifying and submitting annual monitoring reports as may be required by the Court;
  - (4) Coordinating meetings with affordable housing providers and Administrative Agents, as needed; and
  - (5) Attending continuing education opportunities on affordability controls, compliance monitoring and affirmative marketing at least annually and more often as needed.
- C. Subject to the approval of the Court, the Township of Mansfield shall designate one or more Administrative Agent(s) to administer newly constructed affordable units in accordance with UHAC. An Operating Manual for each affordable housing program shall be provided by the Administrative Agent(s) to be adopted by resolution of the governing body and subject to approval of the Court. The Operating Manual(s) shall be available for public inspection in the office of the Township Clerk, in the office of the Municipal Housing Liaison, and in the office(s) of

the Administrative Agent(s). The Municipal Housing Liaison shall supervise the contracting Administrative Agent(s).

## **§ 365-6 Administrative Agent.**

A. The Administrative Agent shall be an independent entity serving under contract to and reporting to the municipality. For new sale and rental developments, all of the fees of the Administrative Agent shall be paid by the owners of the affordable units for which the services of the Administrative Agent are required. For resales, single family homeowners and condominium homeowners shall be required to pay three percent of the sales price for services provided by the Administrative Agent related to the resale of their homes. That fee shall be collected at closing and paid directly to the Administrative Agent. The Administrative Agent shall perform the duties and responsibilities of an Administrative Agent as set forth in UHAC, including those set forth in Sections 5:80-26.14, 16 and 18 thereof, which include:

(1) Affirmative Marketing:

- (a) Conducting an outreach process to affirmatively market affordable housing units in accordance with the Affirmative Marketing Plan of the Township of Mansfield and the provisions of N.J.A.C. 5:80-26.15; and
- (b) Providing counseling or contracting to provide counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

(2) Household Certification:

- (a) Soliciting, scheduling, conducting and following up on interviews with interested households;
- (b) Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income unit;
- (c) Providing written notification to each applicant as to the determination of eligibility or non-eligibility;
- (d) Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1 et seq.;

- (e) Creating and maintaining a referral list of eligible applicant households living in the housing region and eligible applicant households with members working in the housing region where the units are located; and
  - (f) Employing a random selection process as provided in the Affirmative Marketing Plan of the Township of Mansfield when referring households for certification to affordable units.
- (3) Affordability Controls:
- (a) Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
  - (b) Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
  - (c) Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the Warren County Register of Deeds or County Clerk's office after the termination of the affordability controls for each restricted unit;
  - (d) Communicating with lenders regarding foreclosures; and
  - (e) Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.10.
- (4) Resales and Rerentals:
- (a) Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale or rental; and
  - (b) Instituting and maintaining an effective means of communicating information to low- and moderate-income households regarding the availability of restricted units for resale or re-rental.
- (5) Processing Requests from Unit Owners:
- (a) Reviewing and approving requests for determination from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership that the amount of indebtedness to be incurred will not violate the terms of this Ordinance;

- (b) Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the depreciated cost of central air conditioning systems;
  - (c) Notifying the municipality of an owner's intent to sell a restricted unit; and
  - (d) Making determinations on requests by owners of restricted units for hardship waivers.
- (6) Enforcement:
- (a) Securing annually from the municipality a list of all affordable housing units for which tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;
  - (b) Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;
  - (c) The posting annually in all rental properties, including two-family homes, of a notice as to the maximum permitted rent together with the telephone number of the Administrative Agent where complaints of excess rent or other charges can be made;
  - (d) Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.18(d)4;
  - (e) Establishing a program for diverting unlawful rent payments to the municipality's Affordable Housing Trust Fund; and
  - (f) Creating and publishing a written operating manual for each affordable housing program administered by the Administrative Agent, to be approved by the Township Committee and the Court, setting forth procedures for administering the affordability controls.
- (7) Additional Responsibilities:

- (a) The Administrative Agent shall have the authority to take all actions necessary and appropriate to carry out its responsibilities hereunder.
- (b) The Administrative Agent shall prepare monitoring reports for submission to the Municipal Housing Liaison in time to meet any monitoring requirements and deadlines imposed by the Court.
- (c) The Administrative Agent shall attend continuing education sessions on affordability controls, compliance monitoring, and affirmative marketing at least annually and more often as needed.

### **§ 365-7 Affirmative Marketing Requirements.**

- A. The Township of Mansfield shall adopt by resolution an Affirmative Marketing Plan, subject to approval of the Court that is compliant with N.J.A.C. 5:80-26.15, as may be amended and supplemented.
- B. The Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, marital or familial status, gender, affectional or sexual orientation, disability, age or number of children to housing units which are being marketed by a developer, sponsor or owner of affordable housing. The Affirmative Marketing Plan is intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. In addition, as a result of the Settlement Agreement with FSHC, the Affirmative Marketing Plan shall require the notification of the New Jersey State NAACP, the NAACP Newark Branch, FSHC, East Orange NAACP Morris County NAACP, Elizabeth/East Orange NAACP and the Latino Action Network of affordable housing opportunities. It is a continuing program that directs marketing activities toward Housing Region 2 and is required to be followed throughout the period of restriction.
- C. The Affirmative Marketing Plan shall provide a regional preference for all households that live and/or work in Housing Region 2, comprised of Essex, Morris, Union and Warren Counties.
- D. The municipality has the ultimate responsibility for adopting the Affirmative Marketing Plan and for the proper administration of the Affirmative Marketing Program, including initial sales and rentals and resales and rerentals. The Administrative Agent designated by the Township of Mansfield shall implement the Affirmative Marketing Plan to assure the affirmative marketing of all affordable units.
- E. In implementing the Affirmative Marketing Plan, the Administrative Agent shall provide a list of counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

- F. The Affirmative Marketing Plan shall describe the media to be used in advertising and publicizing the availability of housing. In implementing the Affirmative Marketing Plan, the Administrative Agent shall consider the use of language translations where appropriate.
- G. The affirmative marketing process for available affordable units shall begin at least four months (120 days) prior to the expected date of occupancy.
- H. Applications for affordable housing shall be available in several locations, including, at a minimum, the County Administration Building and/or the County Library for each county within the housing region; the municipal administration building and the municipal library in the municipality in which the units are located; and the developer's rental office. Pre-applications shall be emailed or mailed to prospective applicants upon request.
- I. The costs of advertising and affirmative marketing of the affordable units shall be the responsibility of the developer, sponsor or owner.

## **§ 365-8 Enforcement of Affordable Housing Regulations.**

- A. Upon the occurrence of a breach of any of the regulations governing the affordable unit by an Owner, Developer or Tenant, the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, tenant eviction, a requirement for household recertification, acceleration of all sums due under a mortgage, recuperation of any funds from a sale in violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.
- B. After providing written notice of a violation to an Owner, Developer or Tenant of a low- or moderate-income unit and advising the Owner, Developer or Tenant of the penalties for such violations, the municipality may take the following action(s) against the Owner, Developer or Tenant for any violation that remains uncured for a period of 60 days after service of the written notice:
  - (a) The municipality may file a court action pursuant to N.J.S.A. 2A:58-11 alleging a violation or violations of the regulations governing the affordable housing unit. If the Owner, Developer or Tenant is adjudged by the Court to have violated any provision of the regulations governing affordable housing units the Owner, Developer or Tenant shall be subject to one or more of the following penalties, at the discretion of the Court:
    - i. A fine of not more than \$500.00 per day or imprisonment for a period not to exceed 90 days, or both, provided that each and every day that the violation continues or exists shall be considered a separate and specific violation of these provisions and not a continuation of the initial offense;

- ii. In the case of an Owner who has rented a low- or moderate-income unit in violation of the regulations governing affordable housing units, payment into the Township of Mansfield Affordable Housing Trust Fund of the gross amount of rent illegally collected;
  - iii. In the case of an Owner who has rented a low- or moderate-income unit in violation of the regulations governing affordable housing units, payment of an innocent tenant's reasonable relocation costs, as determined by the Court.
- (b) The municipality may file a court action in the Superior Court seeking a judgment that would result in the termination of the Owner's equity or other interest in the unit, in the nature of a mortgage foreclosure. Any such judgment shall be enforceable as if the same were a judgment of default of the First Purchase Money Mortgage and shall constitute a lien against the low- or moderate-income unit.
- i. The judgment shall be enforceable, at the option of the municipality, by means of an execution sale by the Sheriff, at which time the low- and moderate-income unit of the violating Owner shall be sold at a sale price which is not less than the amount necessary to fully satisfy and pay off any First Purchase Money Mortgage and prior liens and the costs of the enforcement proceedings incurred by the municipality, including attorney's fees. The violating Owner shall have his right to possession terminated as well as his title conveyed pursuant to the Sheriff's sale.
  - ii. The proceeds of the Sheriff's sale shall first be applied to satisfy the First Purchase Money Mortgage lien and any prior liens upon the low- and moderate-income unit. The excess, if any, shall be applied to reimburse the municipality for any and all costs and expenses incurred in connection with either the court action resulting in the judgment of violation or the Sheriff's sale. In the event that the proceeds from the Sheriff's sale are insufficient to reimburse the municipality in full as aforesaid, the violating Owner shall be personally responsible for the full extent of such deficiency, in addition to any and all costs incurred by the municipality in connection with collecting such deficiency. In the event that a surplus remains after satisfying all of the above, such surplus, if any, shall be placed in escrow by the municipality for the Owner and shall be held in such escrow for a maximum period of two years or until such earlier time as the Owner shall make a claim with the municipality for such. Failure of the Owner to claim

such balance within the two-year period shall automatically result in a forfeiture of such balance to the municipality. Any interest accrued or earned on such balance while being held in escrow shall belong to and shall be paid to the municipality, whether such balance shall be paid to the Owner or forfeited to the municipality.

- iii. Foreclosure by the municipality due to violation of the regulations governing affordable housing units shall not extinguish the restrictions of the regulations governing affordable housing units as the same apply to the low- and moderate-income unit. Title shall be conveyed to the purchaser at the Sheriff's sale, subject to the restrictions and provisions of the regulations governing the affordable housing unit. The Owner determined to be in violation of the provisions of this plan and from whom title and possession were taken by means of the Sheriff's sale shall not be entitled to any right of redemption.
- iv. If there are no bidders at the Sheriff's sale, or if insufficient amounts are bid to satisfy the First Purchase Money Mortgage and any prior liens, the municipality may acquire title to the low- and moderate-income unit by satisfying the First Purchase Money Mortgage and any prior liens and crediting the violating owner with an amount equal to the difference between the First Purchase Money Mortgage and any prior liens and costs of the enforcement proceedings, including legal fees and the maximum resale price for which the low- and moderate-income unit could have been sold under the terms of the regulations governing affordable housing units. This excess shall be treated in the same manner as the excess which would have been realized from an actual sale as previously described.
- v. Failure of the low- and moderate-income unit to be either sold at the Sheriff's sale or acquired by the municipality shall obligate the Owner to accept an offer to purchase from any qualified purchaser which may be referred to the Owner by the municipality, with such offer to purchase being equal to the maximum resale price of the low- and moderate-income unit as permitted by the regulations governing affordable housing units.
- vi. The Owner shall remain fully obligated, responsible and liable for complying with the terms and restrictions of governing affordable housing units until such time as title is conveyed from the Owner.

## **§ 365-9 Appeals.**

- A. Appeals from all decisions of an Administrative Agent appointed pursuant to this Chapter shall be filed in writing with the Superior Court.

## **§ 365-10 Mandatory development fees.**

### A. Purpose.

- (1) In *Holmdel Builder's Association V. Holmdel Township*, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985 (the Act), N.J.S.A. 52:27d-301 et seq., and the State Constitution, subject to the Council on Affordable Housing's (COAH's) adoption of rules.
- (2) Pursuant to P.L.2008, c.46 section 8 (C. 52:27D-329.2) and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7), COAH is authorized to adopt and promulgate regulations necessary for the establishment, implementation, review, monitoring and enforcement of municipal affordable housing trust funds and corresponding spending plans. Municipalities that are under the jurisdiction of the Council or court of competent jurisdiction and have a COAH-approved spending plan may retain fees collected from non-residential development.
- (3) This Chapter establishes standards for the collection, maintenance, and expenditure of development fees pursuant to COAH's regulations and in accordance P.L.2008, c.46, Sections 8 and 32-38. Fees collected pursuant to this ordinance shall be used for the sole purpose of providing low- and moderate-income housing. This ordinance shall be interpreted within the framework of COAH's rules on development fees, codified at N.J.A.C. 5:97-8.

### B. Residential development fees.

- (1) Within Mansfield Township, developers shall pay a development fee of 1.5% of the equalized assessed value of any eligible residential activity pursuant to Subsection E of this section.
- (2) If a "D" Variance pursuant to N.J.S.A. 40:55D-70d is granted, then the additional residential units realized above what is permitted under the existing zoning will incur a bonus development fee of 6% rather than the development fee as set forth in subsection A above. However, if the zoning on a site has changed during

the two-year period, the base density for the purpose of calculating the bonus development fee will be the highest density permitted during the two years preceding the filing of the "D" Variance application.

C. Nonresidential development fees.

- (1) Within Mansfield Township, developers shall pay a development fee of 2.5% of the equalized value of any eligible nonresidential activity pursuant to Subsection D of this section.
- (2) If a "D" variance pursuant to N.J.S.A. 40:55D-70d is granted, then the floor area ratio (FAR) or lot coverage realized above what is permitted under the existing zoning will incur a bonus development fee of 6% rather than the development fee as set forth in Subsection C(1) above. However, if the zoning on a site has changed during the two-year period, the base density for the purpose of calculating the bonus development fee will be the highest (FAR) or lot coverage density permitted during the two years preceding the filing of the "D" variance application.

D. Eligible exaction, ineligible exaction and exemptions.

- (1) Developers of low- and moderate-income units shall be exempt from paying development fees.
- (2) Developers that expand an existing structure shall pay a development fee. The development fee shall be calculated based on the increase in the equalized assessed value of the improved structure.
- (3) Developers that have received preliminary or final approval prior to the effective date of this section shall be exempt from paying a development fee unless the developer seeks a substantial change in the approval.

E. Collection of fees.

- (1) Upon the granting of a preliminary, final or other applicable approval, for a development, the applicable approving authority shall direct its staff to notify the construction official responsible for the issuance of a building permit.
- (2) For non-residential developments only, the developer shall also be provided with a copy of Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption" to be completed as per the instructions provided. The Developer of a non-residential development shall complete Form N-RDF as per the instructions provided. The construction official shall verify the information submitted by the non-residential developer as per the instructions provided in

the Form N-RDF. The Tax assessor shall verify exemptions and prepare estimated and final assessments as per the instructions provided in Form N-RDF.

- (3) The construction official responsible for the issuance of a building permit shall notify the local tax assessor of the issuance of the first building permit for a development which is subject to a development fee.
- (4) Within 90 days of receipt of that notice, the municipal tax assessor, based on the plans filed, shall provide an estimate of the equalized assessed value of the development.
- (5) The construction official responsible for the issuance of a final certificate of occupancy notifies the local assessor of any and all requests for the scheduling of a final inspection on property which is subject to a development fee.
- (6) Within 10 business days of a request for the scheduling of a final inspection, the municipal assessor shall confirm or modify the previously estimated equalized assessed value of the improvements of the development; calculate the development fee; and thereafter notify the developer of the amount of the fee.
- (7) Should the Township fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in subsection b. of section 37 of P.L.2008, c.46 (C.40:55D-8.6).
- (8) Developers shall pay 50% of the calculated development fee to Mansfield Township at the issuance of building permits. The development fee shall be estimated by the Tax Assessor prior to the issuance of building permits.
- (9) Developers shall pay the remaining fee to the Township of Mansfield at the issuance of certificates of occupancy. At the issuance of certificates of occupancy, the Tax Assessor shall calculate the equalized assessed value and the appropriate development fee. The developer shall be responsible for paying the difference between the fee calculated at certificate of occupancy and the amount paid at issuance of building permit.
- (10) Appeal of development fees
  - (a) A developer may challenge residential development fees imposed by filing a challenge with the County Board of Taxation. Pending a review and determination by the Board, collected fees shall be placed in an interest-bearing escrow account by White Township. Appeals from a determination of the Board may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S.54:48-1

et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

- (b) A developer may challenge non-residential development fees imposed by filing a challenge with the Director of the Division of Taxation. Pending a review and determination by the Director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest-bearing escrow account by White Township. Appeals from a determination of the Director may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S.54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

F. Housing trust fund.

- (1) There is hereby created an interest-bearing housing trust fund at United Jersey Bank, Hackettstown, New Jersey, for the purpose of receiver development fees from residential and nonresidential developers. All development fees paid by developers pursuant to this section shall be deposited in this fund. No money shall be expended from the housing trust fund unless the expenditure conforms to a spending plan approved by COAH.
- (2) If COAH determines that Mansfield Township is not in conformance with COAH's rules on development fees, COAH is authorized to direct the manner in which all development fees collected pursuant to this section shall be expended. Such authorization is pursuant to this section, COAH's rules on development fees, and the written authorization from the governing body to the United Jersey Bank, Hackettstown, New Jersey.
- (3) The following additional funds shall be deposited in the Affordable Housing Trust Fund and shall at all times be identifiable by source and amount:
  - (a) payments in lieu of on-site construction of affordable units;
  - (b) developer contributed funds to make ten percent (10%) of the adaptable entrances in a townhouse or other multistory attached development accessible;
  - (c) rental income from municipally operated units;
  - (d) repayments from affordable housing program loans;
  - (e) recapture funds;

- (f) proceeds from the sale of affordable units; and
- (g) any other funds collected in connection with White Township's affordable housing program.

G. Use of funds.

- (1) Money deposited in a housing trust fund may be used for any activity approved by COAH for addressing the Mansfield Township's low- and moderate-income housing obligation. Such activities may include, but are not necessarily limited to, housing rehabilitation, new construction region, contribution agreements, the purchase of land for low- and moderate-income housing, extensions and/or improvements of roads and infrastructure to low- and moderate-income housing sites, assistance designed to render unit more affordable to low- and moderate-income households and administrative costs necessary to implement Mansfield Township's housing element. The expenditure of all money shall conform to a spending plan approved by COAH.
- (2) At least 30% of the revenues collected shall be devoted to render units more affordable. Examples of such activities include, but are not limited to: downpayment assistance, low-interest loans and rent assistance.
- (3) No more than 20% of the revenues shall be expended on administrative costs necessary to develop, revise or implement the housing element. Examples of eligible administrative activities include: personnel, consultant services, space costs, consumable supplies and rental a purchase of equipment.
- (4) Development fee revenues shall not be expended to reimburse Mansfield Township for housing activities that preceded substantive certification.

H. Expiration of section. This section shall expire if:

- (1) COAH dismisses or denies Mansfield Township's petition for substantive certification
- (2) COAH revokes substantive certification or its certification of this section;
- (3) Substantive certification expires prior to Mansfield Township's filing a adopted housing element with COAH petitioning for substantive certification or receiving COAH's approval of this section.

## **§ 365-11 Monitoring requirements.**

- A. The Township of White shall comply with the following monitoring and reporting requirements regarding the status of the implementation of its Court-approved Housing Element and Fair Share Plan:
- (1) Beginning on December 12, 2019, and on every anniversary of that date through July 1, 2025, the Township agrees to provide annual reporting of its Affordable Housing Trust Fund activity to the New Jersey Department of Community Affairs, Committee on Affordable Housing, or Local Government Services, or other entity designated by the State of New Jersey, with a copy provided to Fair Share Housing Center (FSHC) and posted on the municipal website, using forms developed for this purpose by the New Jersey Department of Community Affairs (NJDC), Committee on Affordable Housing (COAH), or Local Government Services (NJLGS). The reporting shall include an accounting of all Affordable Housing Trust Fund activity, including the source and amount of funds collected and the amount and purpose for which any funds have been expended.
  - (2) Beginning on December 12, 2019, and on every anniversary of that date through July 27, 2025, the Township agrees to provide annual reporting of the status of all affordable housing activity within the municipality through posting on the municipal website with a copy of such posting provided to Fair Share Housing Center, using forms previously developed for this purpose by COAH or any other forms endorsed by the Special Master and FSHC.
  - (3) By July 1, 2022, as required pursuant to N.J.S.A. 52:27D-313, the Township will post on its municipal website, with a copy provided to FSHC, a status report as to its implementation of its Plan and an analysis of whether any unbuilt sites or unfulfilled mechanisms continue to present a realistic opportunity and whether any mechanisms to meet unmet need should be revised or supplemented. Such posting shall invite any interested party to submit comments to the municipality, with a copy to FSHC, regarding whether any sites no longer present a realistic opportunity and should be replaced and whether any mechanisms to meet unmet need should be revised or supplemented. Any interested party may by motion request a hearing before the Court regarding these issues.
  - (4) By January 12, 2021, and every third year thereafter, as required by N.J.S.A. 52:27D-329.1, the Township will post on its municipal website, with a copy provided to FSHC, a status report as to its satisfaction of its very-low-income requirements, including its family very-low-income requirements. Such posting shall invite any interested party to submit comments to the municipality and FSHC on the issue of whether the municipality has complied with its very low income and family very-low-income housing obligations.

## **SECTION 2:**

All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies. The following Sections of the Code of the Township of Mansfield specifically are repealed:

Chapter 64:

Article VI Municipal Housing Liaison

§ 64-25 Purpose.

§ 64-26 Definitions.

§ 64-27 Establishment of Municipal Housing Liaison position and compensation; powers and duties.

Chapter 360:

§ 360-23 Mandatory development fees.

§ 360-24 Growth share.

### **SECTION 3:**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

### **SECTION 4:**

This Ordinance shall take effect upon passage and publication as provided by law.

### **CONSENT AGENDA**

Each of the following resolutions A – M & O were presented before the Township Committee at the July 13, 2022, meeting and have the unanimous approval of all the members of the Township Committee, with the same legal effect as though each was read in its entirety at the July 13, 2022, meeting and adopted by separate vote.

Motion by Mr. Hayes, second by Mrs. Mora Dillon.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

#### Designating Custodian of Petty Cash

**WHEREAS**, it is necessary to designate a custodian of petty cash in order to ensure internal controls over the use of the Petty Cash Fund; and

**WHEREAS**, the Township of Mansfield has determined that the petty cash fund will be in the amount of seventy-five dollars (\$75.00).

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, New Jersey that Deputy Treasurer, JoAnn Fascenelli be designated as Custodian of Petty Cash.

Authorizing the Grant Application

Drive Sober or Get Pulled Over Statewide Labor Day Crackdown 2022

**WHEREAS**, the Township Committee of the Township of Mansfield recognizes that driving while intoxicated remains a major contributing factor in fatalities, crashes and injuries on the State's roadways; and

**WHEREAS**, over the five-year period 2016-2020, New Jersey's roadways experienced 33,798 alcohol involved crashes, resulting in 662 fatalities; and

**WHEREAS**, an enforcement crackdown is planned to combat impaired driving; and

**WHEREAS**, the Holidays in particular are traditionally times of social gatherings which include alcohol; and

**WHEREAS**, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the state to participate in the 2022 Drive Sober or Get Pulled Over Statewide Labor Day Crackdown; and

**WHEREAS**, the project will involve increased enforcement from August 19, 2022 through September 5, 2022;

**NOW THEREFORE BE IT RESOLVED**, the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey declares support for the grant application and participation in the Drive Sober or Get Pulled Over Statewide Labor Day Crackdown 2022.

Resolution authorizing the Tax Collector to participate  
in an electronic tax sale with RealAuction.com

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services; and

**WHEREAS**, the Director of the Division of Local Government Services has promulgated rules and regulations for electronic tax sales; and

**WHEREAS**, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales; and

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process; and

**WHEREAS**, the Township of Mansfield wishes to participate in the program for an electronic tax sale.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the Tax Collector is hereby authorized to participate in the electronic tax sale in an amount not to exceed \$ 2,500.00 to be held on November 17, 2022.

AUTHORIZING AGREEMENT WITH NISIVOCIA CONSULTING

**WHEREAS**, the Acting Township Clerk has recommended that the Township of Mansfield retain professional IT services to assist the Township of Mansfield with technological issues; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

**WHEREAS**, the Chief Financial Officer has certified as to the availability of funds for these services not to exceed \$8,000.00;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the agreement with Nisivoccia Consulting is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield, and notice of this action shall be printed once in the Express Times-NJ Zone Edition.

Appointing Municipal Conflict Public Defender

**WHEREAS**, the position of Public Defender is appointed by the Township Committee; and  
**WHEREAS**, the need may arise to have a substitute Public Defender for circumstances where it is of absence or conflict;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, New Jersey that Scott M. Wilhelm is appointed Conflict Public Defender for the year 2022.

Authorizing Purchase of Salt Through MCCAP COOP #3

:

**WHEREAS**, the Township of Mansfield is in need of salt; and

**WHEREAS**, the Assistant Director of Public Works recommends awarding a contract for the Salt through MCCPC CO-OP Contract #3, to Atlantic Salt, in the amount not to exceed \$20,000; and

**WHEREAS**, N.J.S.A. 52:34-6.2 et. seq. authorizes the Township to make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that the appropriate municipal officials be and are hereby authorized to enter into a contract for Salt with Atlantic Salt in the amount not to exceed \$20,000 through MCCPC CO-OP Contract #3.

Authorizing Purchase of Calcium Through MCCAP COOP #3

**WHEREAS**, the Township of Mansfield is in need of Calcium; and

**WHEREAS**, the Assistant Director of Public Works recommends awarding a contract for the Calcium through MCCPC CO-OP Contract #3, to Atlantic Salt, in the amount not to exceed \$20,000; and

**WHEREAS**, N.J.S.A. 52:34-6.2 et. seq. authorizes the Township to make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that the appropriate municipal officials be and are hereby authorized to enter into a contract for Calcium with Atlantic Salt in the amount not to exceed \$20,000 through MCCPC CO-OP Contract #3.

Authorizing Hiring Seasonal/Temporary Emergency Medical Technicians

**WHEREAS**, the Township of Mansfield passed Resolution #22-131 authorizing an MOU with Mansfield Emergency Services; and

**WHEREAS**, the Township will take on all paid staff as seasonal temporary employees of the Township of Mansfield;

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the following Emergency Medical Technicians are hired as seasonal temporary employees of the Township of Mansfield in accordance with Ordinance 2022-14:

Kimberly Stang - \$18.00/hr

Jonathan Arroyave - \$25.00/hr

A Resolution Authorizing In-Rem Foreclosure Proceedings

**WHEREAS**, the Certified Tax Collector of the Township of Mansfield, Warren County, NJ has prepared the attached In-Rem Foreclosure List, and;

**WHEREAS**, it is the desire of the Township Committee to institute an in-rem foreclosure against the properties as set forth, and;

**WHEREAS**, it is in the best interest of the municipality to institute such proceedings,

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that the Tax Sale Certificates on the attached Tax Foreclosure List, now held by the Township of Mansfield be foreclosed by summary proceedings, in-rem, and as described and set forth in NJSA 54:5-104 et seq., as amended, and pursuant to the Rules of Civil Practice of the Supreme Court of the State of New Jersey.

**Tax Foreclosure List  
Township of Mansfield  
Warren County, N**

Schedule Number	Certificate Of Tax Sale Number	Name of Owner as it appears on last tax duplicate & in certificate of tax sale	Description of land as it appears on tax duplicate & in certificate of tax sale Block / Lot	Date of Tax Sale	Amount of Sale \$	Amount of tax liens Accruing subject to tax Sale including interest, Penalties & costs as of	Amount to redeem as of	Date of recording Certificate of Tax Sale	Recorded in Book:Page
	20-00015	Jones, Louise EST	2711 / 25	11/20/2020	3,359.33			12/15/2020	6994 / 13
	17-00069	Sutton, Dorothy	703.02 / 31	11/29/2017	3,105.00			1/31/2018	6545 / 179
	19-00002	Bleeker, John & Susan	1105.10 / 3.06	12/05/2019	1,285.83			12/16/2019	6798 / 319
	16-00052	Pool, Harry R Jr & Fang, Hong	1702 / 8.01	12/01/2016	13,744.87			2/6/2017	6401 / 31
	16-00049	Dioguardi, Viginia Est	1402 / 19	12/01/2016	503.39			2/6/2017	6409 / 28
	68	Polucastro, Mrs. A.J.	3201 / 2	12/29/1951	92.25				
	2009-027	Capone, James J Jr	2812 / 1	9/29/2009	869.30			10/16/2009	5217 / 183
	2009-030	Capone, James J Jr	2812 / 11	9/29/2009	340.34			10/16/2009	5217 / 192
	2009-031	Capone, Jr James J Jr	2812 / 12	9/29/2009	233.65			10/16/2009	5217 / 195
	2009-028	Capone, James J Jr	2812 / 2	9/29/2009	116.41			10/16/2009	5217 / 186
	2009-029	Capone, James J Jr	2812 / 3	9/29/2009	65.71			10/16/2009	5217 / 189

A Resolution Authorizing Emergency Repair – John Deere Tractor

**WHEREAS**, an emergency situation developed, which could not have been reasonably foreseen, with respect to the need to a John Deere Tractor; and

**WHEREAS**, pursuant to the Local Public Contracts Law, N.J.S.A.40A:11-6, a contract may be awarded without public advertising for bids and bidding when an emergency affecting the public health, safety or welfare requires the immediate performance of the services; and

**WHEREAS**, the Township Committee is satisfied that the proposed emergency procurement is justified and meets the requirements of the Local Public Contracts Law, N.J.S.A. 40A:11 -6, and regulations promulgated thereto. N.J.A.C.5:34-6.1.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that:

1. The Township Committee declares that an emergency exists with respect to the immediate need to repair the John Deere Tractor
2. The CFO is authorized and directed to make payment without public bidding in accordance with N.J.S.A.40A:11-6 and NJ.AC.5:34-6.1, to Central Jersey Equipment in the amount not to exceed \$20,000.00 for the provision of emergency services as necessary for the repair work
3. This Resolution shall take effect as provided by law.

Authorizing Refund of Overpayment of Liquor License Renewal Fee

**Whereas**, Pasta Grill Mansfield, LLC an overpayment of **\$79.20** for the 2022-2023 Liquor License Term;

**Now therefore be it resolved**, by the Township Committee of the Township of Mansfield Township Finance Office is hereby authorized to refund the following overpayment:

Pasta Grill Mansfield  
1916 Route 57  
Hackettstown, NJ 07840

**Refund: \$ 79.20**

AUTHORIZING STATE TAX APPEAL REFUND

**WHEREAS**, Block 1105 Lot 12.01 Green Eagle Property Res, L.P. has received Tax Court judgments for the years 2019, 2020, 2021, and 2022 for this property as of June 23, 2022; and,

**WHEREAS**, these judgments require refunds of property taxes for certain years and tax credits for others due to the reduction in assessed values; and,

**WHEREAS**, the amounts shown below have been calculated by the Tax Collector to reflect the effect of the Tax Court Judgment June 23, 2022;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Mansfield, State of New Jersey, that the Chief Finance Officer and Tax Collector are hereby authorized to refund the following overpayments:

2019 \$ 143,845.32

2020 \$ 151,361.17

**Total \$ 295,206.49**

Green Eagle Property Res., L.P.

c/o Andrew S. Kessler  
Saiber, LLC  
18 Columbia Turnpike,  
Suite 200  
Florham Park, NJ 07932

**AND, FURTHER BE IT RESOLVED**, The Tax Collector of the Township of Mansfield be directed to adjust the property tax records to reflect any and all adjustments due to the tax credits provided by the Tax Court judgments.

Authorizing Public Question for 2022 November General Election Ballot  
Withdraw From County Library System and Establish Free Municipal Public Library

**WHEREAS**, the Township Committee of the Township of Mansfield desires that a referendum question be placed on the ballot in November of 2022 to determine whether Township residents wish to allow the establishment of a free public library in the Township; and

**WHEREAS**, N.J.S.A. 19:37-1 authorizes a Township to obtain the sentiment of the Township's legal votes regarding any question or policy pertaining to the government or internal affairs thereof and request by requesting the clerk of the county to print said question upon the official ballots to be used at the next ensuing general election; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that pursuant to N.J.S.A. 19-37-1, the Township requests the Warren County Clerk to print the following question on the official ballot of the 2022 General Election for the Township of Mansfield:

“Shall the Township of Mansfield withdraw from the county library system pursuant to P.L. 1985, c. 541 (C. 40:33-13b) and establish a free public library pursuant to the provisions of chapter 54 of Title 40 of the Revised Statutes?”



Yes

**Interpretative**



No

**Statement:**

The purpose of this Referendum is to determine whether the Township should leave the County library system and establish a free public library within the Township for use by the residents of the Township.

**BE IT FURTHER RESOLVED** that the Township Clerk shall file a copy of this Resolution immediately with the Warren County Clerk.

Mr. Farino withdrew from consent agenda item N.

Mrs. Mora Dillon made a motion to approve consent agenda item N, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Farino

Authorizing Payment of Municipal Obligations

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, finds and declares that certain municipal obligations have come due and are now payable; and **WHEREAS**, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby deemed part of this Resolution; **NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Deputy Treasurer, from the following accounts and in the following amounts:

<b>PREPAID LIST</b>	
CURRENT	\$106,662.83
CAPITAL	
TRUST	\$
DOG	\$
RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$56.18
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
<b>TOTAL</b>	<b>\$106,719.01</b>

<b>BILLS LIST</b>	
CURRENT	\$1,033,596.81
CAPITAL	\$4,663.25
TRUST	\$
DOG	\$6.60
RECREATION	\$
OPEN SPACE	\$
DEV ESCROW	\$7,588.75
UNEMPLOYMENT	\$
TAX PREMIUM	\$
MANDATORY DEV	\$240.00
OUTSIDE EMPLOY	\$
GREEN TEAM	\$
<b>TOTAL</b>	<b>\$1,046,095.41</b>

**COMMITTEE ANNOUNCEMENTS AND COMMENTS**

Mr. Hayes stated that he, Mr. Quamme and Mr. Farino have been speaking to about how to repair the two driveways on Mt Bethel Rd.

**PUBLIC PORTION**

Mayor Watters opened the Public Portion of the meeting for comments.

Mayor Watters asked for further comments from the public; seeing none, the public portion was closed.

**EXECUTIVE SESSION**

Mayor Watters announced moving into Executive Session at 7:58 pm

Mr. Farino made a motion to go into Executive Session, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery and Mrs. Orlando stated the Executive Session discussion will include:

- Two personnel matters
- Two contractual matters
- Two real estate matters

#### **RETURN FROM EXECUTIVE SESSION**

Return from Executive Session at 8:53 pm.

Mr. Hayes made a motion to come out of Executive Session, which was seconded by Mr. McGuinness.

Roll Call: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Mr. Lavery announced the return from Executive Session where they discussed:

- Two personnel matters dealing with DPW
- Contractual matter dealing with the MOU EMS
- Real estate matters dealing with assignment of liens
- An undersized property

No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

Mr. Lavery requested a motion to authorize the assignment of liens as discussed in Executive Session.

Mr. Hayes made a motion to authorize the assignment of liens as discussed in Executive Session, which was seconded by Mr. Farino.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery requested a motion to authorize a Rice Notice to be sent to the employee as discussed in Executive Session.

Mrs. Mora Dillon made a motion to authorize a Rice Notice to be sent to the employee as discussed in Executive Session, which was seconded by Mr. Hayes.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery requested a motion to authorize the Clerk to start the process discussed in Executive Session regarding the EMS.

Mr. Hayes made a motion to authorize the Clerk to start the process discussed in Executive Session regarding the EMS, which was seconded by Mr. McGuinness.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery stated a Rice Notice was sent to Mr. Purdy to appear this evening; Mr. Purdy wanted it adjourned so he could have his attorney present. A Rice Notice is not a hearing, it is the opportunity to notice the employee whose performance is going to be discussed and has every right to be present while the discussion is taking place. They are not entitled to have their Union Rep or attorney at the Rice Notice. Mr. Purdy asked this to be discussed in Public Session so we will discuss this in Public Session. The Rice Notice arose from an insubordination where he made a comment and stormed out and went home. He was docked and wasn't paid for one day because he left. If the Committee wants to make a motion on discipline because that was the purpose of this Rice Notice, a motion is needed.

Mrs. Mora Dillon made a motion to dock one vacation day in a letter, which was seconded by Mr. Hayes.

Ayes: Mr. Farino Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mayor Watters suggested Mr. Lavery send a letter to John Deere for the tractor failure. He did not get a response on the phone. Mayor Watters feels there should be some kind of restitution.

Mrs. Mora Dillon made a motion to adjourn at 8:58 pm, carried unanimously.

Respectfully submitted,  
Illena Raffaele  
Deputy Clerk/Registrar